



Headquarters
UTAH WING CIVIL AIR PATROL

Auxiliary of The United States Air Force
640 North 2360 West
Salt Lake City, Utah 84116

15 June 2000

MEMORANDUM FOR ALL UNITS WITHIN UTAH WING WITH CADET MEMBERS

SUBJECT: Operating Instruction for the Execution of Utah Wing Supplement 1 to CAPR 52-16

1. On 11 January 2000, the Commander of Utah Wing, Civil Air Patrol mandated a supplement to CAPR 52-16 which was approved by National Headquarters, Civil Air Patrol. This supplement reads as follows: "The Utah Wing Commander will hold a Milestone Award Review Board monthly and before the squadron commander's sign the CAPFs 59 for the Milestone Award. The review board will contain an odd number of members and at least one cadet of equal or greater grade appointed by the Wing Commander. The Milestone Review Board will send, in writing, the results of the board to the wing and squadron commander. If the cadet fails, the cadet will have one month to again meet the Milestone Review Board."
2. Definitions:
 - a. Milestone Award--Billy Mitchell Award (C/2Lt), Amelia Earhart Award (C/Capt), Ira C. Eaker Award (C/LtCol), and Carl A. Spaatz Award (C/Col).
 - b. CAPF 59--CAPF 59-1, Phase I & II Certification; CAPF 59-2, Phase III Certification; CAPF 59-3, Phase IV Certification.
 - c. Cadet--A CAP cadet member in good standing. In the event where a current "cadet of equal or greater grade" is not available, a former cadet serving as a CAP senior member in good standing who, as a cadet, was of equal or greater grade than the cadet sitting before the board, may be substituted.
 - d. "In writing"--A letter or email message.
3. Procedure:
 - a. A squadron commander shall, at least 15 days in advance, forward a request, in writing, to the Wing Commander or Director of Cadet Programs for a Milestone Board for a qualified cadet. The request shall contain the name of the cadet and the milestone award for which the cadet wishes to be evaluated.
 - b. Within 7 days after receipt of said request the Director of Cadet Programs, or his designee, shall forward, in writing, the date and time when the cadet shall report to the Milestone Review Board.
 - c. At the date and time of the board, the cadet shall report to the senior officer sitting on the board. The cadet shall have in his/her possession, his/her CAP personnel file. Any cadet reporting to the board without said personnel file, shall be sent back to his/her unit without sitting before the board and another request shall be required at a future date.



Headquarters
UTAH WING CIVIL AIR PATROL

Auxiliary of The United States Air Force
640 North 2360 West
Salt Lake City, Utah 84116

- d. Upon reporting to the board, the cadet's personnel file shall be reviewed. Any inadequacies, (i.e. missing test stubs or appropriate signatures on the CAPF 59 or the CAPF 66) shall be cause for failure of the board. After review of the file, the cadet sitting before the board shall be asked a series of questions of the board members' choice. Inasmuch as this board is intended to probe general qualifications of each cadet, the nature of the questioning is not mandated and may be somewhat subjective.
- e. After completion of the questioning, the cadet will be temporarily excused while the board deliberates. Upon reaching a decision, the cadet shall be recalled and the decision of the board shall be communicated to the cadet and the cadet will then be dismissed.
- f. Within 7 days, the squadron commander shall receive, in writing, from the Director of Cadet Programs, or his designee, the results of the board. If the cadet has successfully passed, the squadron commander may then forward the completed CAPF 59 to National Headquarters for processing of the Milestone Award. Promotion of the cadet to the new grade shall not occur until the Milestone award is posted to the National website IAW CAPR 52-16, Paragraph 2-3(h).

4. Questions

Please direct all questions to the Utah Wing Cadet Program Directorate.

FOR THE COMMANDER

Russell E. Chazell, Captain, CAP
Cadet Program Development Officer
Utah Wing, Civil Air Patrol

DISTRIBUTION:

- 1 Utah Wing Commander
- 2 Utah Wing Cadet Program Directorate
- 1 Utah Wing Webpage